

vs. _____ : CIVIL ACTION
:
:
:
:
: NO.

AND NOW, this day of , 2006, you are hereby notified that a [Pre-Trial/Settlement Conference] before the Honorable J. William Ditter, Jr. in this matter will be held on _____ at M , in Chambers, Room 3040, United States Courthouse, 601 Market Street, Philadelphia, Pennsylvania. The Conference is being called to discuss the present status of the action, to consider time requirement for discovery, and to agree on further pre-trial procedures.

At this conference, counsel shall be prepared and authorized to discuss the matters referred to in Local Rule 16.1(b), Fed. R. Civ. P. 16(b) and Fed. R. Civ. P. 16 (c), and settlement.

Very truly yours,

cc:

¹There is no need to file the scheduling information report or discovery plan with the Clerk of Court.

SCHEDULING INFORMATION REPORT

(To be completed and returned to Judge Ditter's Chambers three (3) days before Conference)

Caption: _____

Civil Action No.: _____

Jury Trial: _____ **Non-Jury Trial:** _____ **Arbitration:** _____

Plaintiff's Counsel: _____

Address: _____

Phone: _____ **Fax:** _____

Defendant's Counsel: _____

Address: _____

Phone: _____ **Fax:** _____

Have you complied with the duty of self-executing disclosure under Federal Rule of Civil Procedure 26(a)?

_____ **When?** _____ **If not, why?** _____

Have you filed a discovery plan pursuant to Federal Rule of Civil Procedure 26(f)? _____

When? _____ **If not, why?** _____

If you contend the discovery period should exceed four months after the last appearance by all Defendants is filed, please state reasons:

Ready for Trial by: _____
(Date)

Is a Settlement Conference likely to be helpful? _____

If so, when: Early _____ (Yes/No) **After Discovery** _____

Do you expect to file a case-dispositive motion? _____

If so, by what date? _____

Trial time estimate: _____

Time to present your case: _____

Time for entire trial: _____

Date: _____

Signature of Counsel Preparing Form

Type/Print Name